

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry-level position of the communications division of the fire department. Fire Communications Officers operate communications equipment, keep communications records, and perform other duties related to the communications function of the fire department. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Fire Communications Officers report to and have work reviewed by a Fire Communications Supervisor. This class ranks directly below that of Fire Communications Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and takes as much information as possible from caller and enters information into computer, using appropriate codes and signals. Transmits information on fire and dispatches units.

Keeps track of location and condition of each unit at all times using computer aided dispatching (CAD) display. Receives and transmits messages to and from the fire scene and to and from related department personnel. Provides requested assistance to units.

Notifies all specified officers or special units of working fires. Calls ambulance service, law enforcement agencies, utilities company, and any other required agencies or individuals, for assistance at the fire scene or in emergencies, when necessary.

Operates teletype keyboard, high speed line printer, TTY/TDD devices, intercom system, and radio. Sounds fire alarm. Performs any tasks which are required to comply with FCC regulations.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, or recording equipment as prescribed by department policy. Checks back-up power system to ensure that it is ready for operation. Alerts superior when repairs are needed for any malfunctioning communications equipment and participates in inspecting equipment after repairs to see that repairs were properly accomplished. Assists in

disbursing supplies and equipment for the division.

Personally completes forms and records required. Compiles and analyzes data and writes reports needed for the operation of the division.

Answers department non-fire phones, providing requested information or transferring caller to correct person or department.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must be not less than eighteen (18) years of age.

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